

Memorandum

TO : Director of Training

DATE: 7 November 1963

FROM : Acting, Chief, Midcareer and Senior Officers Course Staff

SUBJECT: Weekly Activities Report #38
31 October - 6 December 1963
November1. Midcareer Course

a. The new chairs finally arrived and were placed in the East Building conference room yesterday. The plans for the Acheson reception have been finalized and everything is falling in place, I hope!!!

2. Broyhill Move

25X1A

MMJ
a. As of yesterday afternoon, [REDACTED] OL, stated he believed Broyhill Building will be completed in time for our move on 12 November. There might be some items that will require completion after we have moved in; however, they will not interfere with our classes. For example, the visual aid draperies for the classrooms will be installed on Saturdays the 18th and 23rd November. The folding doors in classrooms on the 5, 6, and 7th floors may be installed during the week of 12-18 November, if not then the following week. There will not be any classes in these rooms during that period. The new furniture is scheduled to arrive during the period 15-22 November so for a few days we may have to have a make-shift arrangement.

b. An Agency notice regarding the move to Broyhill was drafted and has been sent to DDS for release.

3. Briefing - Foreign Officials

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EYES ONLY

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[REDACTED]

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[REDACTED] described the headquarters and field responsibilities of CIA, and Mr. [REDACTED] discussed some of the Far East trouble spots including the latest developments in South Vietnam.

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4. Educational Specialists

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a. On 30 October Dr. [REDACTED] went to [REDACTED] to follow up on instructors and made arrangements for classes.

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b. On 1 November Dr. [REDACTED] visited Mr. Ken Mulligan of the U.S. Civil Service Commission. Mr. Mulligan is Director, Office of Career Development, Purpose of this visit was to learn more about Educational Specialist functions in other Agencies and to gain a broader perspective of government-wide programs.

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c. Mr. Mulligan gave a general overview of CSC's Interagency Training Programs and the activities of his Office. In addition to the Interagency Training Programs, Mr. Mulligan explained that his Office provides some advisory assistance to Employee Development Officers in the several Agencies. He stated, however, that his small staff can render minimal assistance only, and that he relies heavily on the advice of training specialists in other agencies concerning training needs and how best to meet the needs. He expressed the hope that a panel of training specialists can be established, under CSC sponsorship, to provide advice and guidance as requested by the different agencies.

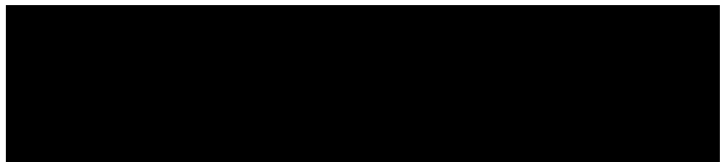
d. In determining the effectiveness of government training programs, Mr. Mulligan pointed out that the Bureau of Inspections, CSC, is responsible for assuring that personnel management, including training, in the various agencies meets statutory requirements. The inspection concerns personnel management and primarily with training receiving minor attention. In explaining that CSC's evaluation of training is rather cursory, Mr. Mulligan said that the Commission desires to do a more exacting job but present manpower limitations preclude it.

EYES ONLY

GROUP 1
downgrading and
declassification

c. In reply to our special inquiry concerning the Commission's Instructor Training Course, Mr. Mulligan stated that their current 80-hour ITC does not fully satisfy Interagency needs. There apparently exists a need for a 2-3 day course on "Briefing Techniques." Many high level Government personnel are frequently required to present their programs, budgets, etc., and brief other personnel. This creates a demand for a knowledge in speaking, organizing a presentation, using various types of aids, etc. Consequently, the CSC hopes to offer a companion course entitled "Presentation Techniques." The latter course would stress oral communication, briefing techniques, use of aids, etc.

d. An interesting sidelight was Mr. Mulligan's reaction to the proposed Foreign Service Academy. He believes such a Government-operated academy would lack academic freedom and thus would not fulfill all its objectives. His views coincide with the opinions expressed by Dr. John A. Brown of George Washington University at the last A.S.T.D. luncheon.



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